

FORT LEAVENWORTH

ACCESS CONTROL QUICK REFERENCE GUIDE

Change 2 As of 291758 June 2015

Person Type	Unescorted Access Credential	Duration	Sponsor Required	Escort Privilege	Sponsor Privilege / Duration
Uniformed Service Member	CAC	ID Expiration	N/A	Yes	Yes / Up to 30 Days
DoD Civilian	CAC	ID Expiration	N/A	Yes	Only if "Official Sponsor"
DoD Contractor	CAC	ID Expiration	N/A	Yes	No
Military Spouse	Teslin	ID Expiration	N/A	Yes	Yes / Up to 30 Days
Military Dependent	Teslin	ID Expiration	N/A	Yes	No
Military Retiree / Spouse	Teslin	ID Expiration	N/A	Yes	No
Federal Employee	PIV/TWIC	ID Expiration	N/A	Yes	No
FTLVN Resident	CAC/Teslin	ID Expiration	N/A	Yes	Yes / Up to 60 Days for Family
On Post Partner (ex: USD 207)	LAC	Up to 12 Months	Yes	No	No
Visitor/Contractor	Pass	Up to 7 Days	No	No	No
Visitor/Contractor	Pass	8 - 30 Days	Yes	No	No
Visitor/Contractor	LAC	31 Days - 12 Months	Yes	No	No
Local Business / Delivery	Pass	Up to 7 Days	No	No	No
Local Business / Delivery	Pass	8 - 30 Days	Yes	No	No

Escort Privilege. CAC holders and Teslin ID holders (age 16 and older) may escort personnel who require access, without receiving a Criminal History Check at the Visitor Control Center but must remain with those escorted for the duration of their visit on FTLVN. Escorted personnel in the same vehicle as their escort may utilize any lane at any open gate. Authorized escorts responsible for personnel in multiple vehicles will utilize the far right lane at Grant Gate only.

Special Event Access Control Measures. IAW AR 190-13, the Senior Commander has the authority to waive NCIC-III screening when it is impractical to enforce. The Garrison Commander through the Director of Emergency Services (DES) manages all Special Event requests and access. The DES will develop compensatory security measures whenever the screening requirements of AR 190-13 cannot be met. **The two categories of Special Events are Installation and Hosted events.**

Installation Events: large functions (i.e. 4th of July and Post Yard Sale, etc) where persons not possessing a valid DoD access credential are directed to a specific gate(s) and security measures are conducted prior to entrance onto FTLVN. The Garrison Commander determines which events are Installation Events and approves the level of screening/compensatory security measures for the event.

Hosted Events: small functions on the Installation (i.e. weddings, proms, promotion ceremonies, retirements, etc.) where a significant portion of the guests may be persons not possessing a valid DoD access credential. The on-post event sponsor may submit a Special Event Request to the DES for review and approval. Upon approval, the DES will develop and implement compensatory security measures for the event. To submit a Special Event Request, the sponsor must contact DES Operations during duty hours at 913-684-3543/3520 or email the VCC Supervisor (usarmy.leavenworth.imcom-central.mbx.des-vcc@mail.mil). The request should be submitted 30 days, but not less than 14 days prior to the event. Special Event Request forms may be obtained at <http://garrison.leavenworth.army.mil/Newcomers---Visitors/Gate-Information.aspx>.

Foreign Visitors: granted access IAW CAC Command Policy #4-10, International Visitor Policy.

Legend: Common Access Card (CAC), Personal Identity Verification (PIV), Transportation Worker Identity Credential (TWIC), Local Access Credential (LAC)

**** Access control policy is subject to change without prior notification based on current FPCON or as determined by the Director of Emergency Services, Garrison Commander or Senior Commander.**